

**BILL NO. G-96-05-01 (AS AMENDED)**

**GENERAL ORDINANCE NO.**

G-15-96

**AN ORDINANCE AMENDING POLICY AND  
PROCEDURE NUMBER 6.6 ENTITLED  
"VACATIONS" OF THE CITY OF FORT WAYNE  
POLICY AND PROCEDURES MANUAL.**

**NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL  
OF THE CITY OF FORT WAYNE, INDIANA:**

**SECTION 1.** That Section Number 6.6 A. 4. of the City of Fort  
Wayne Policy and Procedure Manual be amended as follows:

4. Vacation accruals for permanent full-time employees employed in a  
pay status are as follows:

	<u>ACCRUAL HOURS</u> <u>WEEK</u>	<u>EQUIVALENT</u> <u>WEEKS/YEAR</u>
Hire date through completion of the 5 <sup>th</sup> year	1.54	2
Beginning of 6 <sup>th</sup> year through completion of 14 <sup>th</sup> year	2.31	3
Beginning of 15 <sup>th</sup> year through completion of 19 <sup>th</sup> year	3.08	4
Beginning of 20 <sup>th</sup> (for employees hired before 1/1/96)	3.85	5
Beginning of 20 <sup>th</sup> (for employees hired after 1/1/96)	3.08	4

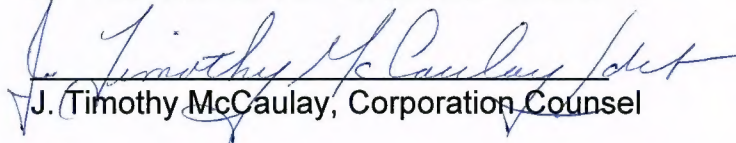
Employees are eligible to use accrued vacation after six (6) months of continuous service.

Employees are eligible for vacation as it is accrued, with supervisor approval. Time which has not been accrued may not be taken.

**SECTION 2.** That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

  
Council Member

APPROVED AS TO FORM AND LEGALITY

  
J. Timothy McCaulay, Corporation Counsel



Read the first time in full and on motion by Barnie,  
and duly adopted, read the second time by title and referred to the  
Committee on Regulations (and the City Plan Commission  
for recommendation) and Public Hearing to be held after due legal notice, at  
the Common Council Council Conference Room 128, City-County Building, Fort  
Wayne, Indiana, on \_\_\_\_\_, 19\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_  
M., E.S.T.

DATED: 5-14-96

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Barnie,  
and duly adopted, placed on its passage. PASSED ROLL  
by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>7</u>			<u>2</u>
BENDER	<u>✓</u>			
CRAWFORD	<u>✓</u>			
EDMONDS				<u>✓</u>
HALL	<u>✓</u>			
HAYHURST	<u>✓</u>			
HENRY	<u>✓</u>			
LUNSEY				<u>✓</u>
RAVINE	<u>✓</u>			
SCHMIDT	<u>✓</u>			

DATED: 5-28-96

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne,  
Indiana, as (ANNEXATION) \_\_\_\_\_ (APPROPRIATION) \_\_\_\_\_ (GENERAL) \_\_\_\_\_  
(SPECIAL) \_\_\_\_\_ (ZONING) \_\_\_\_\_ ORDINANCE \_\_\_\_\_ RESOLUTION NO. 2-15-96  
on the 28th day of May, 1996

ATTEST:

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

DD Schmitt  
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on  
the 29th day of May, 1996,  
at the hour of 11:00 o'clock PM, M., E.S.T.

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 30th day of May,  
1996, at the hour of 10:30 o'clock PM, M., E.S.T.

116LL  
PAUL HELMKE, MAYOR

Q

BILL NO. G-96-05-01

GENERAL ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING POLICY AND  
PROCEDURE NUMBER 6.6 ENTITLED  
"VACATIONS" OF THE CITY OF FORT WAYNE  
POLICY AND PROCEDURES MANUAL.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL  
OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That Section Number 6.6 A. 4. of the City of Fort  
Wayne Policy and Procedure Manual be amended as follows:

4. Vacation accruals for permanent full-time employees employed in a  
pay status are as follows:

	<u>ACCRUAL HOURS</u> <u>WEEK</u>	<u>EQUIVALENT</u> <u>WEEKS/YEAR</u>
Hire date through completion of the 5 <sup>th</sup> year	1.54	2
Beginning of 6 <sup>th</sup> year through completion of 14 <sup>th</sup> year	2.31	3
Beginning of 15 <sup>th</sup> year through completion of 19 <sup>th</sup> year	3.08	4
Beginning of 20 <sup>th</sup>	3.85	5

Employees are eligible to use accrued vacation after six (6) months of  
continuous service.



1 Employees are eligible for vacation as it is accrued, with supervisor  
2 approval. Time which has not been accrued may not be taken.  
3

4 **SECTION 2.** That this Ordinance shall be in full force and effect  
5 from and after its passage and any and all necessary approval by the  
6 Mayor.  
7

8   
9 Council Member

10 APPROVED AS TO FORM AND LEGALITY

11  
12 \_\_\_\_\_  
J. Timothy McCaulay, Corporation Counsel  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30



# The City of Fort Wayne

Paul Helmke, Mayor

**BOARD OF PUBLIC  
SAFETY/HUMAN  
RESOURCES  
PAYNE D. BROWN**

## Memo

To: MEMBERS OF COMMON COUNCIL

From: PAYNE D. BROWN, DIRECTOR/ PUBLIC SAFETY/HUMAN  
RESOURCES

Date: MAY 13, 1996

Re: POLICY & PROCEDURE 6.6 - VACATIONS

---

The City of Fort Wayne seeks to amend Policy & Procedure 6.6 A. 4. of the City of Fort Wayne Policy & Procedure Manual. The policy deals with vacation for non-union employees. The amendment shall apply to all full time non-union City employees. Those employees covered by union contract shall not be affected by this policy. They shall continue to follow vacation schedules specified in their contracts.

This amendment merely simplifies existing vacation language. It does not, however, change current accrual rates. Individuals will continue to accrue vacation at the rate specified for their number of years of service. This change does not affect the way payroll presently keeps track of vacation time.

BILL NO. G-96-05-01 (as amended)

REPORT OF THE COMMITTEE ON  
REGULATIONS  
REBECCA J. RAVINE - THOMAS E. HAYHURST - CO-CHAIR  
ALL COUNCIL MEMBERS

WE, YOUR COMMITTEE ON REGULATIONS TO WHOM WAS

REFERRED AN (ORDINANCE) (~~RESOLUTION~~) amending policy and  
procedure number 6.6 entitled "vacations" of the City of Fort Wayne policy  
and procedures manual.

HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION  
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID  
(ORDINANCE) (~~RESOLUTION~~)

DO PASS

DO NOT PASS

ABSTAIN

NO REC

Rebecca Ravine

Thomas E. Hayhurst

Thomas E. Hayhurst

Thomas E. Hayhurst

Thomas E. Hayhurst

Thomas E. Hayhurst

Thomas E. Hayhurst

Thomas E. Hayhurst

Thomas E. Hayhurst

DATED: 5-28-96

Sandra E. Kennedy  
City Clerk